

PROACTIVE HR & RECRUITMENT SUPPORT FOR GROWING BUSINESSES

Managing people doesn't need to be complicated.

HR works best when it's proactive, not reactive.

We partner with small and medium-sized businesses to put the right foundations, systems, and people strategies in place before issues arise. We support with everything from compliance and recruitment through to employee wellbeing and engagement.

Whether you're building your team, strengthening compliance, or improving workplace culture...we bring structure, clarity, and confidence to your human resources.

Our services are designed to help you build stronger teams, reduce Fair Work risk, and create a better workplace experience for your people - so you can focus on running your business.

Below you will find a list of our main HR & Recruitment Services. Can't find what you're looking for on the list? Just ask!

For more information on how we can help, or to request a quote please contact Sally Murphy via sally@purpleplayground.com.au

HUMAN RESOURCES & RECRUITMENT SERVICES OVERVIEW

COMPLIANCE

- HR Advisory Services - Remote and On Site
- HR Health Check
- Employment Contracts - Creation or Review
- HR Letter Templates
- Salary Scoping / Benchmarking
- Wage / Salary Review
- Position Descriptions - Creation or Review
- HR Policies - Creation or Review
- Compliance Training / Policy Consultation
- Sexual Harassment Prevention Plan
- Psychosocial Risk Assessment
- Timesheet Implementation
- Employee File Audit
- Delegation of Authority Matrix
- Fair Work Legislation Updates

ATTRACTION

- Organisational Structure Planning
- Employee Value Proposition (EVP)
- Vision & Values - Creation or Review

RECRUITMENT

- Outsourced Recruitment Services
- Internal Recruitment Framework
- Interview Guides
- Interview Panel Participation
- Reference Checks
- Pre-Employment Checks (Police, VEVO etc)
- Employee Referral Program

ONBOARDING

- New Employee Onboarding Package
- Onboarding Plans
- Probationary Period Review Templates & Framework
- Onboarding Experience Survey

WELLBEING & ENGAGEMENT

- Wellbeing & Engagement Survey
- Reward & Recognition Program
- Employee Benefits Framework
- Stay Interviews
- Team Building Workshops
- Employee Assistance Program (EAP) Provider Recommendations
- Parental Leave Management
- Flexible Work Arrangements
- Internal Meeting & Communications Cadence

HUMAN RESOURCES & RECRUITMENT SERVICES OVERVIEW

PERFORMANCE

- Performance Review Cycle
- Goal Setting / KPI's Framework
- 360 Reviews
- Bonus / Incentive Framework
- Remuneration Review Framework
- Performance / Behavioural Improvement Plans (PIP's) Support
- Disciplinary Meeting Support

DEVELOPMENT

- Leadership Fundamentals Training Workshops:
 - Leadership Charter
 - Self-Leadership & Emotional Intelligence
 - HR Compliance for Leaders
 - Foundations of Effective Leadership Communication
 - Giving & Receiving Feedback + Creating a Feedback Culture
 - Coaching vs Managing
 - Performance conversations & Informal Performance Management
 - Managing underperformance
 - Change Management & Inclusive Leadership
 - Time Management
- 1:1 Check-In Framework
- Leadership 1:1's
- Talent & Succession Planning
- Career Pathway Mapping
- Competency Matrix
- DiSC Personality Profiling & Workshops
- Resilience at Work Program

DEPARTING

- Offboarding Package
- Exit Interview Template
- Facilitate Exit Interviews
- Redundancy Process Support & Documentation
- Abandonment of Employment Documentation

ADMINISTRATION & RECORD KEEPING

- Employment Hero Audit
- Employment Hero Implementation
- Employment Hero Optimisation
- Employment Hero Training
- Employment Hero Administration
- Administration and updating of HR Documentation



Looking for something not on this list?
...just ask